



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Bob Kelly, Mayor Pro Tem
Burt Ballanfant, Councilmember
Brennan Reilly, Councilmember
Mardi Turner, Councilmember

STAFF

M. Christopher Peifer, Interim City Manager
Alan Petrov, City Attorney
Thelma Lenz, City Secretary

City Council Meeting Agenda

Notice is hereby given of a special meeting/workshop and regular meeting of the City Council of West University Place to be held on Monday, September 14, 2015, beginning at 6:00 p.m. in the Municipal Building Council Chamber at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items.

All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

WORKSHOP/SPECIAL MEETING (6:00 p.m. in the Council Conference Room)

CALL TO ORDER

1. Security Briefing

Matters related to the City's security. *Mr. Ken Walker, Police Chief*

Notice is given that Council may convene in Executive Session to discuss this item per Section 551.076 of the Government Code: Deliberation regarding security devices or security audits.

2. Adjourn Special Meeting

REGULAR MEETING (6:30 p.m. in the Council Chambers)

Agenda items are as follows:

Call to Order

Pledge of Allegiance

Matters related to the notice of this meeting

3. RECESS REGULAR MEETING OF THE CITY COUNCIL AT 6:35 P.M. TO CONVENE A MEETING OF THE CITY OF WEST UNIVERSITY PLACE EMPLOYEE BENEFITS TRUST.

4. Approve Minutes of the August 11, 2014 and the August 24, 2015 Employee Benefits Trust.

5. ADJOURN EMPLOYEE BENEFITS TRUST MEETING AND RECONVENE INTO REGULAR SESSION OF THE CITY OF WEST UNIVERSITY PLACE CITY COUNCIL.

6. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

7. Real Estate

Matters related to the value or transfer of real property and other real estate matters. *Recommended Action: Discuss and take any desired action. Councilmembers Ballanfant and Turner*

Notice is given that Council may convene in Executive Session to discuss this item per Section 551.072 of the Government Code: Discussion about the value or transfer of real property and other real estate matters.

8. West University Place Flooding

Matters related to flooding in West University Place, including the 3800 block of Southwestern Street. *Recommended Action: Discuss and take any desired action. Mr. M. Chris Peifer, Interim City Manager* [see Agenda Memo 8]

9. Harris County Appraisal District Board of Directors Nomination

Matters related to a resolution nominating a candidate to serve on the Harris County Appraisal District Board of Directors. *Recommended Action: Approve resolution nominating a candidate to serve on the Harris County Appraisal District Board of Directors. Mr. M. Chris Peifer, Interim City Manager* [see Agenda Memo 9]

10. Facilities Master Plan Task Force

Matters related to a Facilities Master Plan Task Force. *Recommended Action: Discuss and take any desired action. Councilmember Brennan Reilly and Mayor Pro Tem Kelly*

11. Certified Appraisal Roll

Matters related to a resolution acknowledging receipt of the appraisal roll, the assessor-collector's certificate and notice of a public hearing. *Recommended Action: Approve resolution acknowledging receipt of appraisal roll, assessor-collector's certificate and notice of a public hearing. Ms. Rhonda Daugherty, Finance Director* [see Agenda Memo 11]

12. Record Vote on Tax Rate and Set Public Hearings for Proposed Tax Rate

Matters related to a resolution recording vote on tax rate and scheduling public hearings. *Recommended Action: Approve resolution recording vote on tax rate and schedule public hearings. Ms. Rhonda Daugherty, Finance Director* [see Agenda Memo 12]

13. Schedule Public Hearings for 2016 Budget

Matters related to scheduling public hearings to hear comments on the 2016 City Budget. *Recommended Action: Schedule public hearings for October 5, 2015 and October 12, 2015, to hear comments on the City's 2016 Budget. Ms. Rhonda Daugherty, Finance Director* [see Agenda Memo 13]

14. Municipal Judge

Matters related to solicitation of professional services for the position of Municipal Judge. *Recommended Action: Discuss and take any desired action. Recommended Action: Discuss and take any desired action. Mr. M. Chris Peifer, Interim City Manager*

15. Future Agenda Items

Matters related to future agenda items. See attached list of Future Agenda Items. *Discuss and take any desired action.* **Councilmember Reilly and Mayor Pro Tem Kelly** [see Future Agenda Items List]

16. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve the City Council Minutes of August 24, 2015. *Recommended Action: Approve Minutes.* **Ms. Thelma Lenz, City Secretary** [see Draft Minutes]

B. Friends of West U Parks Fund, Inc. Appointment

Matters related to approving a resolution appointing a member to the Friends of West U Parks Fund, Inc. *Recommended Action: Approve resolution appointing Stephen Jacobson to the Friends of West U Parks Fund, Inc.* **Mr. Tim O'Connor, Parks and Recreation Director** [see Agenda Memo 16B]

C. Microsoft Contract

Matters related to the City's contract with Microsoft. *Recommended Action: Authorize Interim City Manager to approve contract with Microsoft.* **Mr. Gary McFarland, IT Director** [see Memo 16C]

D. Adjourn

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Lenz at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on September 14, 2015 was posted on the Municipal Building bulletin board on September 10, 2015 at approximately 2:00 o'clock p.m.

(SEAL)



Thelma A. Lenz, TRMC, City Secretary



City of West University Place

A Neighborhood City

CITY COUNCIL

Bob Fry, Mayor
Susan Sample, Mayor Pro Tem
Ed Heathcott, Councilmember
Joan Johnson, Councilmember
Dick Yehle, Councilmember

STAFF

Michael Ross, City Manager
Alan Petrov, City Attorney
Thelma Lenz, City Secretary

EMPLOYEE BENEFITS TRUST MEETING MINUTES

The City of West University Place, Texas, Employee Benefits Trust met on **Monday, August 11, 2014**, in the Municipal Building Council Chambers, 3800 University Boulevard, West University Place, Texas, **6:35 p.m.** to consider the following:

1. Call Meeting to Order

Mayor Fry called the meeting to order at 6:35 p.m. Those also present: Mayor Pro Tem Sample, Councilmembers Heathcott and Yehle; City Manager Ross, City Attorney Petrov, City Secretary Lenz, Human Resources/Risk Director Standorf, Finance Director Daugherty, and Bob Treacy with Gallagher Consultants. Councilmember Johnson was absent.

2. Approve Minutes of the August 12, 2013 Employee Benefits Trust meeting.

Councilmember Yehle moved to approve the Minutes as presented. Councilmember Heathcott seconded the motion. **MOTION PASSED.**

Ayes: Fry, Sample, Heathcott, Yehle
Noes: None
Absent: Johnson

3. Consider awarding a contract with Aetna for Medical Insurance through the City of Friendswood (FWD) Interlocal Agreement.

Councilmember Yehle moved to approve awarding the contract with Aetna for Medical Insurance through the City of Friendswood (FWD) Interlocal Agreement. Mayor Pro Tem Sample seconded the motion. **MOTION PASSED.**

Ayes: Fry, Sample, Heathcott, Yehle
Noes: None
Absent: Johnson

4. Consider renewing the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement.

Councilmember Yehle moved to renew the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement. Councilmember Heathcott seconded the motion. **MOTION PASSED.**

Ayes: Fry, Sample, Heathcott, Yehle
Noes: None
Absent: Johnson

5. Adjourn

Councilmember Yehle moved to adjourn the Employee Benefits Trust meeting at 6:36 p.m.
Councilmember Heathcott seconded the motion. **MOTION PASSED.**

Ayes: Fry, Sample, Heathcott, Yehle

Noes: None

Absent: Johnson

Prepared by: _____
Thelma A. Lenz, City Secretary

Date Approved



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Bob Kelly, Mayor Pro Tem
Burt Ballanfant, Councilmember
Brennan Reilly, Councilmember
Mardi Turner, Councilmember

STAFF

Michael Ross, City Manager
Alan Petrov, City Attorney
Thelma Lenz, City Secretary

EMPLOYEE BENEFITS TRUST MEETING MINUTES

The City of West University Place, Texas, Employee Benefits Trust met on **Monday, August 24, 2015**, in the Municipal Building Council Chambers, 3800 University Boulevard, West University Place, Texas, **6:35 p.m.** to consider the following:

1. Call Meeting to Order

Mayor Sample called the meeting to order at 6:56 p.m. Those also present: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner; Interim City Manager Peifer, City Attorney Petrov, City Secretary Lenz, Human Resources Director Standorf and Bob Treacy with Gallagher Consultants.

2. Approve Minutes of the August 11, 2014 Employee Benefits Trust meeting.

The Minutes of the August 11, 2014 Employee Benefits Trust meeting were not included in the packet. Mayor Sample requested that the Employee Benefits Trust hold a meeting at the September 14, 2015 City Council meeting to approve the Minutes.

3. Authorize direct contract with Blue Cross/Blue Shield (BCBS) for Medical Insurance.

Mayor Pro Tem Kelly moved to authorize a direct contract with Blue Cross/Blue Shield for Medical Insurance. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner

Noes: None

Absent: None

4. Authorize renewing the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement.

Mayor Pro Tem Kelly moved to authorize renewing the contract with Guardian for Dental Insurance through the City of Friendswood (FWD) Interlocal Agreement. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner

Noes: None

Absent: None

5. Authorize renewing direct contract with Sunlife for Life, AD&D, Disability & optional Life Insurance.

Mayor Pro Tem Kelly moved to authorize renewing the direct contract with Sunlife for Life, AD&D, Disability & optional Life Insurance. Councilmember Reilly seconded the motion.

MOTION PASSED.

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

6. Authorize renewing direct contract with Superior Vision for optional Vision Insurance.

Mayor Pro Tem Kelly moved to authorize renewing a direct contract with Superior Vision for optional Vision Insurance. Councilmember Reilly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

7. Adjourn

Councilmember Turner moved to adjourn the Employee Benefits Trust meeting at 7:00 p.m. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

Prepared by: _____
Thelma A. Lenz, City Secretary

Date Approved

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	8
DATE SUBMITTED:	September 10, 2015	DEPARTMENT:	Finance
PREPARED BY:	M. C. Peifer, Interim City Manager	PRESENTER:	Chris Claunch, HDR Engineering, Inc.
SUBJECT:	Southwestern Street Storm Water Drainage		
ATTACHMENTS:	N/A		
EXPENDITURE REQUIRED:	TBD		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Representatives from HDR Engineering will be present at the City Council meeting to make a presentation on storm water drainage regarding the College Avenue project and the 3800 Block of Southwestern. The presentation will particularly address:

- Concerns regarding drainage in the area
- Performance of the College Street storm drain system
- Additional inlets on Southwestern and the value they may provide
- A brief history of the project, the topography, and the hydraulic principles relative to the area
- Potential steps to improve drainage in the area
- HDR's opinion of the issues

The goal of the presentation will be to provide an understanding of the drainage issues that impact the 3800 block of Southwestern and offer an opinion on the value of additional inlets in the area as well as any other steps that can be taken to improve the drainage.

RECOMMENDATION

Staff recommends that City council provide staff with their preferred course of action on this issue and approve necessary funds to accomplish their preferred course of action.

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	9
DATE SUBMITTED:	September 9, 2015	DEPARTMENT:	Administration
PREPARED BY:	Thelma Lenz, City Secretary	PRESENTER:	M. Chris Peifer, Interim City Manager
SUBJECT:	Nominating a candidate for a position on the Board of Directors of the Harris County Appraisal District (HCAD)		
ATTACHMENTS:	1. Memorandum from HCAD Outlining Selection Criteria and Process 2. Letter from current representative Ed Heathcott 3. Resolution Nominating Candidate		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Every two years, the Chief Appraiser of the Harris County Appraisal District requests a nomination for a director of the Board of Directors to represent the City Councils of the cities other than Houston.

Each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The nominee's name must be submitted to the chief appraiser no later than Thursday, October 15, 2015.

The current member representing those cities and towns other than the City of Houston is Ed Heathcott. Ed Heathcott has indicated his desire and willingness to serve again in this capacity.

The nominee appointed will serve from January 1, 2016 to December 31, 2017.

RECOMMENDATION

Discuss and take and desired action.

RECEIVED
8/24/15



**Harris County Appraisal District
Interoffice Memorandum**

OFFICE OF CHIEF APPRAISER

**TO: PRESIDING OFFICERS OF TAXING UNITS
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT**

FROM: SANDS STIEFER, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: AUGUST 17, 2015

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2015. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2016.

Functions of the Board

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. This board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals. There is no compensation for service on the appraisal district board of directors; however, directors are reimbursed for travel expenses if incurred. The board of directors typically meets once a month.

Participating Units

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981. The method of selection was modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts and has also been modified to provide a voting entitlement for junior college districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:

- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.
- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the boards of trustees of the school districts other than Houston Independent School District and by the boards of directors of the junior colleges with territory in Harris County. Each school district board casts a single vote. The junior college districts collectively cast a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the governing bodies of the conservation and reclamation districts that participate in the appraisal district. Each body casts a single vote. The candidate who receives the most votes is elected.

In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve *ex officio* in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2015, are:

- Ed Heathcott, Chairman, representing cities & towns, except City of Houston
- Ray Holtzapple, Secretary, representing City of Houston
- Mike Sullivan, Assistant Secretary, representing Harris County
- Glenn E. Peters, Member, representing conservation and reclamation districts
- Toni Trumbull, Member, representing junior college districts and school districts other than Houston ISD
- Michael Lunceford, Member, representing Houston ISD

Eligibility Requirements

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

Residency: The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

Employment: An employee of a taxing unit served by the appraisal district may not serve, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the appraisal district's board of directors. Elected officials or members of governing bodies who are not employed by taxing units are also *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding five years.

Conflict-of-interest: A candidate may not serve if the candidate is related to a person who is in the business of appraising property or represents property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). These persons include: spouse; children; brothers and sisters; parents; grandparents; and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or the third degree by consanguinity. The provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

Delinquent taxes: Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

Selection Procedures

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2016, are as follows:

For Cities and Towns Other Than the City of Houston

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

Nomination

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than **Thursday, October 15, 2015**. The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.

Election

Before Friday, October 30, 2015, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each voting city or town.

No later than Tuesday, December 1, 2015, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to the chief appraiser. Ballots received by the chief appraiser after December 1 may not be counted.

By Tuesday, December 15, 2015, the chief appraiser will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

For Junior Colleges and School Districts Other Than the Houston Independent School District

With the exception described below for junior college districts, exactly the same procedure described for cities and towns above applies to the selection of the member who represents junior colleges and school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above.

The four junior college districts with territory in Harris County may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges. However, the junior college districts collectively have the same voting authority as a single school district. The boards of trustees of junior college districts may each nominate a candidate following the deadlines and procedures described above. However, the four junior colleges collectively have a single vote in the election. Each board of trustees may cast a vote by resolution and file the resolution with the chief appraiser. The collective vote will be automatically cast for the candidate who receives the most votes from among the junior colleges. As an example, if one candidate receives three votes and another receives one vote, the junior colleges will be deemed to have collectively cast their vote for the candidate who received the three votes.

For Conservation and Reclamation Districts

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

The conservation and reclamation districts that participate in the appraisal district may cast a single vote. The candidate who receives the most votes is elected.

**For Harris County, the City of Houston,
and the Houston Independent School District**

By December 1, 2015, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:

Sands L. Stiefer
Chief Appraiser
Harris County Appraisal District
13013 Northwest Freeway
P. O. Box 920975
Houston, TX 77292-0975

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5274.

Sincerely,



Sands L. Stiefer, RPA
Chief Appraiser

Attachments

cc: HCAD Board Members
Tax Assessors
Attorneys



Harris County Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800

RECEIVED
8/24/15
28

Office of Chief Appraiser

Sands L. Stiefer
Chief Appraiser

August 18, 2015

City of West University Place

Re: HCAD Board of Directors

Dear Mayor and Council:

I am nearing the end of my fourth term of service on the Harris County Appraisal District (HCAD) Board representing suburban cities. With this letter, I am seeking re-election for my fifth term commencing January 1, 2016.

By now you should have received a letter from HCAD with instructions as to how to submit a nominee for the ballot for your representative to serve on the Board of Directors. It would be my hope your city would place my name in nomination along with the other 33 cities I represent. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the Chief Appraiser of HCAD no later than **Thursday, October 15, 2015**.

The Chief Appraiser of HCAD will then compile a list of nominees and draft a ballot which will be mailed to each city at the end of October. Each city must cast its vote by resolution for one of the nominees and this ballot must be returned to the Chief Appraiser no later than **Tuesday, December 1, 2015** in order to be counted.

It has been my privilege and honor to serve you these past eight years and I seek your city's support in my re-election. Should you have any questions, please do not hesitate to call.

Sincerely,

Ed Heathcott
Cell 281-435-2446

Board of Directors
Ed Heathcott, *Chairman*
Ray Holtzapple, *Secretary*
Mike Sullivan, *Assistant Secretary*
Glenn E. Peters
Toni Trumbull
Michael Lunceford

Chief Appraiser
Sands L. Stiefer
Deputy Chief Appraiser
Roland Altinger
Taxpayer Liaison Officer
Teresa S. Terry

City of West University Place
Harris County, Texas

RESOLUTION NUMBER XXXX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE TEXAS, NOMINATING A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2016, and extending through December 31, 2017; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF WEST UNIVERSITY PLACE:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That _____ (name), _____
_____ (address, zip code), _____ (phone), be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two year term of office commencing on January 1, 2016.

Section 3. That the presiding officer of the governing body of this taxing unit be, and he is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than October 15, 2015.

PASSED AND APPROVED this 14th day of September 2015.

(SEAL)

Signed:

Attest:

Susan V. Sample, Mayor

Thelma A. Lenz, City Secretary

Recommended by:

Approved as to form:

M. Chris Peifer, Interim City Manager

Alan Petrov, City Attorney

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	11
DATE SUBMITTED:	September 3, 2015	DEPARTMENT:	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	PRESENTER:	Rhonda Daugherty, Finance Director
SUBJECT:	Receipt of Certified Appraisal Roll, Tax Assessor Certification of Collection Rate and Effective and Rollback Tax Rate Calculation		
ATTACHMENTS:	<ol style="list-style-type: none">1. Resolution2. 2015 Certification of Appraisal Roll from Harris County Chief Appraiser3. 2015 Certification of Estimated Collection Rate from Harris County Tax Office4. 2015 Notice of Effective Tax Rate		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Chapter 26 of the Texas Property Tax Code outlines several property tax related items that must be presented to council. These are the certified appraisal roll, the certified collection rate and the Notice of Effective Tax Rate.

The Chief Appraiser of the Harris County Appraisal District (HCAD) certified our 2015 appraisal roll and we received the roll from Harris County Tax Office, our Tax Assessor/Collector on August 25, 2015. In accordance with Section 26.04 (b) of the Texas Property Tax Code, the following values are submitted:

Total Appraised Value	5,482,238,822
Total Exemptions	397,091,540
Total Taxable Value	5,085,147,282
Total Uncertified Taxable Value (under protest)	339,255,453
Estimated Taxable Value of property not included on certified roll	37,718,299
Total Taxable Value of New Property	80,983,890

Including the anticipated values for the Uncertified Taxable Value, 339,255,453, and the property not included on the certified roll, 37,718,299, the total anticipated certified value for the City of West University Place for 2015 is 5,462,121,034, a 13.40% increase over the 2014 certified values.

On August 3, 2015, the Harris County Tax Assessor – Collector, estimated an anticipated collection rate of 100% for 2015.

All taxing units that levied property taxes for 2014 and intend to levy them for 2015 must calculate and publish an effective tax rate and rollback tax rate. Although the actual calculation can become more complicated, simply stated, the effective tax rate would provide the taxing unit with approximately the same amount of revenue it had the year before on properties taxed in both years. The rollback rate is the sum of the effective M&O rates times 108% plus the rate required for debt service.

The 2015 Effective and Rollback Tax Rates were calculated by the City's Tax Assessor-Collector, Mike Sullivan, Harris County Tax Assessor-Collector, and are presented for your review and acceptance.

Chapter 26 of the Texas Property Tax Code requires Council to take a record vote and schedule two public hearings if the City intends to adopt a property tax rate that exceeds the lower of the effective or rollback tax rate. The dates of those hearings should be scheduled for October 5 and October 12. The council is scheduled to adopt the 2015 tax rate at a Special Council Meeting to be scheduled on Monday, October 19, 2015.

RECOMMENDATION

Review and accept the 2015 Certified Appraisal Roll.

Review and accept the 2015 Certification of Estimated Collection Rate from Harris County Tax Office.

Review and accept the 2015 Notice of Effective and Rollback Tax Rates as calculated by the City's Tax Assessor/Collector, Mike Sullivan, Harris County Tax Assessor-Collector.

City of West University Place
Harris County, Texas

RESOLUTION NUMBER XXXX-XX

RESOLUTION ACKNOWLEDGING RECEIPT OF APPRAISAL ROLL, CERTIFICATION OF ESTIMATED COLLECTION RATE, NOTICE OF EFFECTIVE TAX RATE AND RELATED INFORMATION; AND CONTAINING RELATED PROVISIONS.

Whereas on August 25, 2015, the City Council of the City of West University Place (the "Taxing Unit") received the appraisal roll and related information from its assessor and collector of taxes;

Whereas the City Council desires to proceed with the steps necessary to levy ad valorem taxes; NOW THEREFORE;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:

SECTION 1. The matters described in the preamble of this resolution are found and determined to be true and correct and are adopted, ratified and confirmed.

SECTION 2. All actions by the assessor and collector of taxes prior to this date, with respect to such calculations and publications are approved, ratified and confirmed in all respects.

SECTION 3. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

SECTION 4. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

SECTION 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

SECTION 6. This resolution shall take effect immediately upon its adoption and signature.

PASSED AND APPROVED this 14th day of September, 2015.

Voting Yea:

Voting Nay:

Absent:

Signed:

(Seal)

Susan Sample, Mayor

ATTEST:

Thelma Lenz, City Secretary

APPROVED AS TO FORM;

Alan Petrov, City Attorney

RECOMMENDED BY:

M. Chris Peifer, Interim City Manager

HARRIS COUNTY APPRAISAL DISTRICT
HOUSTON, TEXAS

THE STATE OF TEXAS, }
COUNTY OF HARRIS. }

2015
CERTIFICATION OF APPRAISAL ROLL AND
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)
FOR
City of West University Place

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2015 appraisal roll of properties taxable by City of West University Place. The roll is delivered in printed and electronic forms.

The total appraised value now on the appraisal roll for this unit is: \$5,482,238,822

The taxable value now on the appraisal roll for this unit is: \$5,085,147,282

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: \$339,255,453

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is \$37,718,299

Signed this 28th day of August, 2015

The image shows a circular official seal of the Harris County Appraisal District on the left, featuring a star and the words "HARRIS COUNTY APPRAISAL DISTRICT TEXAS". To the right of the seal is a handwritten signature in cursive script that reads "Sands L. Stiefer".

Sands L. Stiefer, RPA
Chief Appraiser

ASSESSOR'S ACKNOWLEDGEMENT

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2015 appraisal roll on this the _____ day of _____, 2015



MIKE SULLIVAN

Tax Assessor-Collector
www.hctax.net

August 3, 2015

Ms. Rhonda Daugherty
City of West University
3800 University Place
West University Place, TX 77005-2899

Reference: Truth-In-Taxation

Dear Ms. Daugherty:

The following information is provided for City of West University's 2015 Truth-In-Taxation calculations. In accordance with the certification requirements of Sec. 26.04(b), Texas Property Tax Code, the following information is provided for use on the Rollback Tax Rate Worksheet:

The anticipated collection rate for 2015 is 100.00%, as calculated under Sec. 26.012(2).

Excess 2014 debt tax collections were \$0.00. This amount is to be used in the 2015 debt tax rate calculation because the 2014 actual debt tax collection rate met the anticipated 2014 debt collection rate which was equal to 100%, pursuant to Sec. 26.04(e)(3)(C), Texas Property Tax Code.

The amount of taxes refunded in tax year 2014 for prior tax years is \$1,416.99. Included in the amount are refunds from court decisions, Sec. 25.25(b) and (c) corrections, and Sec. 31.11 payment errors. The amount is to be entered on line 13 of the Effective Tax Rate Worksheet.

The 2015 tax roll is expected to be certified by the Harris County Appraisal District on August 14, 2015. The Harris County Tax Assessor-Collector's Office anticipates delivery of this roll the week of August 24, 2015.

Should you have any questions or need further assistance, please call me at 713-274-8110 or David Proctor at 713-274-8171.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Doss". The signature is written in a cursive, flowing style.

Elizabeth Doss, PCC
Director, Property Tax

2015 Property Tax Rates in City of West University Place

This notice concerns the 2015 property tax rates for City of West University Place. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$9,325,721
Last year's debt taxes	\$8,105,321
Last year's total taxes	\$17,431,042
Last year's tax base	\$4,817,999,945
Last year's total tax rate	\$0.36179/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$17,419,713
÷ This year's adjusted tax base (after subtracting value of new property)	\$5,378,414,827
=This year's effective tax rate	\$0.32388/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$9,319,659
÷ This year's adjusted tax base	\$5,378,414,827
=This year's effective operating rate	\$0.17328/\$100
x 1.08 =this year's maximum operating rate	\$0.18714/\$100
+ This year's debt rate	\$0.14858/\$100
= This year's total rollback rate	\$0.33572/\$100

Statement of Increase/Decrease

If City of West University Place adopts a 2015 tax rate equal to the effective tax rate of \$0.32388 per \$100 of value, taxes would increase compared to 2014 taxes by \$259,676.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
General Fund	5,900,000
Debt Service Fund	503,700

Schedule B - 2015 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Certificates of Obligation, Series 2001	555,000	38,170	0	593,170
Permanent Improvement & Refunding, Series 2009	495,000	363,750	0	858,750
Certificates of Obligation, Series 2009	45,000	44,781	0	89,781
Permanent Improvement, Series 2010	75,000	179,413	0	254,413
Certificates of Obligation, Series 2010	110,000	245,588	0	355,588
Certificates of Obligation, Series 2010A	80,000	44,400	0	124,400

Permanent Improvement	795,000	213,700	0	1,008,700
Refunding, Series 2010				
Certificates of Obligation,	20,000	18,225	0	38,225
Series 2011				
Permanent Improvement	440,000	49,350	0	489,350
Refunding, Series 2011				
Permanent Improvement	570,000	149,400	0	719,400
Refunding, Series 2012				
Permanent Improvement	3,395,000	166,945	0	3,561,945
Refunding, Series 2013				
Fiscal Agent Fees	0	0	22,000	22,000

Total required for 2015 debt service	\$8,115,722
- Amount (if any) paid from Schedule A	\$0
- Amount (if any) paid from other resources	\$0
- Excess collections last year	\$0
= Total to be paid from taxes in 2015	\$8,115,722
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2015	\$0
= Total debt levy	\$8,115,722

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 1001 Preston St., Houston, TX 77002.

Name of person preparing this notice: Mike Sullivan
Title: Harris County Tax Assessor-Collector
Date Prepared: 09/08/2015

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	12
DATE SUBMITTED:	September 9, 2015	DEPARTMENT:	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	PRESENTER:	Rhonda Daugherty, Finance Director
SUBJECT:	Record Vote on 2015 Property Tax Rate		
ATTACHMENTS:	Resolution		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Chapter 26 of the Texas Property Tax Code requires Council to take a record vote and schedule two public hearings if the City intends to adopt a property tax rate above the effective tax rate. The effective tax rate is generally the prior year's taxes divided by the current year's taxable value of properties that were also on the tax roll in both years. The effective tax rate excludes taxes on properties no longer in the taxing unit and also excludes the current taxable value of new properties. The resulting tax rate, used for comparison only, shows the relationship between the prior year's revenue and the current year's values.

The effective and rollback tax rates for 2015 are \$0.32388 and \$0.33572 per \$100 valuation, respectively. The debt service rate is \$0.14858 per \$100 valuation. The difference between the tax rate that is adopted and the debt service rate will be available to the General Fund for Maintenance & Operations.

At this stage of the budget and tax rate adoption process, the Council has typically voted for a "not-to-exceed" rate, the highest rate that it might approve later, after further review of the City Manager's proposed budget, and the tax rate that is necessary to support that budget. The tax rate that is eventually adopted may be lower than the rate voted on today.

This action is NOT the adoption of the 2015 tax rate, but merely a record vote proposing a rate that will be used to prepare the required notice and hearing publications. At a future scheduled meeting, the council will adopt a budget and then adopt a tax rate that supports that budget. That meeting is planned for October 19, 2015.

RECOMMENDATION

Adopt a Resolution, taking a record vote on the proposed “not to exceed” tax rate of \$0.33571 and call the necessary public hearings, with the first public hearing to be held on October 5, 2015 at 6:30 p.m. and the second public hearing to be held on October 12, 2015 at 6:30 p.m. Both public hearings will be held in the City Council Chambers at 3800 University Blvd.

RESOLUTION NUMBER XXXX-XX

RESOLUTION PROPOSING A NOT-TO-EXCEED TAX RATE AND SCHEDULING PUBLIC HEARINGS; AND CONTAINING RELATED FINDINGS AND PROVISIONS.

SECTION 1. The City Council formally proposes a combined ad valorem tax rate for 2015 of \$0.33571 per \$100 valuation. This proposal shall be placed on the agenda of a future meeting as an action item, subject to the hearing schedule below.

SECTION 2. A public hearing on the proposed tax increase is hereby scheduled for October 5, 2015 in the Council Chambers, 3800 University Blvd., West University Place, Texas 77005 during the City Council meeting set to begin at 6:30 p.m. The City Secretary shall make arrangements for the meeting and shall provide notice as required by law.

SECTION 3. A second public hearing on the proposed tax increase is hereby scheduled for October 12, 2015 in the Council Chambers, 3800 University Blvd, at 6:30 p.m. The City Secretary shall make arrangements for the meeting and shall provide notice as required by law.

SECTION 4. All prior resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict only.

SECTION 5. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the reminder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

SECTION 6. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

SECTION 6. This resolution shall take effect immediately upon its adoption and signature.

PASSED AND APPROVED this 14th day of September, 2015.

Voting Yea:

Voting Nay:

Absent:

Signed:

(Seal)

Susan Sample, Mayor

ATTEST:

Thelma Lenz, City Secretary

APPROVED AS TO FORM;

Alan Petrov, City Attorney

RECOMMENDED BY:

M. Chris Peifer, Interim City Manager

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	13
DATE SUBMITTED:	September 9, 2015	DEPARTMENT:	Finance
PREPARED BY:	Rhonda Daugherty, Finance Director	PRESENTER:	Rhonda Daugherty, Finance Director
SUBJECT:	Schedule Public Hearing on 2016 Budget		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Section 102.006 of the Texas Local Government Code requires the governing body of a municipality shall set a date and publish notice of a public hearing on the proposed budget. The hearing shall occur no less than 15 days after filing the budget with the City Secretary but before the date the governing body adopts the tax rate.

The notice of the two tax public hearings will be published in the Thursday, September 17, 2015 issue of the West U Examiner.

The notice of the public hearing on the 2016 budget will also be published in the Thursday, September 17, 2015 issue of the West U Examiner.

A copy of the draft proposed budget will be submitted to the City Secretary and posted on the City's website by the end of the day September 18, 2015.

RECOMMENDATION

Staff recommends Council set the date for the public hearing on the budget for October 12, 2015 at 6:30 p.m. at the City of West University Place City Hall, located at 3800 University Blvd, West University Place, TX 77005.

FUTURE AGENDA ITEMS

Date	Item	Synopsis & Recommendation
09-28-15	Recycling Contract	Renewal of Recycling contract. Recommended Action: Renew Recycling Contract. Mr. Dave Beach, Public Works Director
10/03/15 (Saturday)	Budget Workshop	Matters related to the City's 2016 Annual Budget. Mr. Peifer, Interim City Manager and Ms. Rhonda Daugherty, Finance Director
10/12/15	Senior Board Appointments	Matters relating to appointing members to the Seniors Board. <i>Recommended Action: Approve Resolution appointing members to the Seniors Board.</i> Ms. Toby Brooks, Senior Services Manager
10/19/15	Special Meeting	Adopt Budget and Tax Rate. Ms. Rhonda Daugherty, Finance Director
10/28/15	Redevelopment West End of Colonial Park	Matters related to redevelopment of the West End of Colonial Park. Mr. Tim O'Connor, Parks and Recreation Director
10/28/15	Chevron Houston Marathon	Matters related to the Chevron Houston Marathon. Ms. Susan White, Assistant Director, Parks and Recreation
TBD	Investment Policy	Matters related to amendments to the City's Investment Policy and Investment Strategies. <i>Discuss and take any desired action.</i> Ms. Rhonda Daugherty, Finance Director
TBD	Town Center Zoning	Matters related to the Zoning Regulations governing the Non-Single Family District areas in the Town Center. <i>Discuss and take any desired action.</i>
TBD	Property Tax Exemption for City Property	Matters related to property tax exemptions for City owned property. <i>Discuss and take any desired action.</i>
TBD	Street Parking and Parking Violations	Matters relating to Parking Etiquette Program, designated drop off zones, parking on sidewalks, and guidance to staff regarding parking violations. <i>Discuss and take any desired action.</i>

Date	Item	Synopsis & Recommendation
TBD	Yard Waste	Matters relating to recycling of green yard waste. <i>Discuss and take any desired action.</i>
TBD	Buffalo Speedway	Matters related to Buffalo Speedway Replacement Project. Mr. Chris Peifer, Interim City Manager
TBD	Video Distribution of Council and Board Meetings	Matters relating to the availability of City Council and Board/Commission meetings by internet video. <i>Discuss and take any desired action.</i>
TBD	Evelyn's Park Development	Matters related to the development of Evelyn's park in Bellaire, including possibility of shared parking arrangements with the City of Bellaire for Evelyn's park. <i>Discuss and take any desired action.</i>

9/10/2015 1:22:24 PM



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Bob Kelly, Mayor Pro Tem
Burt Ballanfant, Councilmember
Brennan Reilly, Councilmember
Mardi Turner, Councilmember

STAFF

Michael Ross, City Manager
Alan Petrov, City Attorney
Thelma Lenz, City Secretary

CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met in a special meeting/workshop and regular meeting on **Monday, August 24, 2015**, in the Municipal Building, 3800 University, West University Place, Texas beginning at **5:30 p.m.**

SPECIAL MEETING/WORKSHOP

Agenda Items were as follows:

Call to Order. Mayor Sample called the special meeting to order at 5:30 p.m. in the Council Conference Room. Council and Staff in attendance were: Mayor Pro Tem Kelly, Councilmembers Ballanfant, Reilly and Turner, City Manager Ross, City Secretary Lenz, City Attorney Petrov, Assistant City Manager Peifer and Police Chief Walker.

1. Executive Session

Notice is hereby given that the City Council will convene into executive session in accordance with the following provisions of Chapter 551 of the Texas Government Code.

Mayor Sample recessed the Special Meeting/Workshop at 5:30 p.m. and convened the closed Executive Session to deliberate regarding the city manager search and discuss compensation for the Interim City Manager per Section 551.074 of the Texas Government Code.

2. Close Executive Session and Reconvene Special Meeting

Matters related to any desired action resulting from discussions held in closed executive session.

At 6:31p.m., Mayor Sample closed the Executive Session and reconvened the Special Meeting/Workshop and the following action was taken:

Councilmember Reilly moved to increase the annual salary of the Interim City Manager to \$170,000 in recognition of his new duties, which is a little less than 15 percent increase from his current compensation, effective August 10, 2015. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes:	Sample, Kelly, Ballanfant, Reilly, Turner
Noes:	None
Absent:	None

Councilmember Reilly moved to authorize staff to solicit Request for Proposals from search firms to handle the process of finding candidates to fill the city manager's position. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

At this time, due to time constraints, Mayor Sample asked for a motion to recess the Special Meeting in order to call the Regular Meeting to order. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

At 6:32 p.m., Mayor Pro Tem Sample called the Regular Meeting to order.

Boy Scouts Carter Johnstone and Andrew Tan with Troop 266 led the Pledge of Allegiance.

In order to complete business of the Special Meeting, Councilmember Turner moved to recess the Regular Meeting to reconvene the Special Meeting. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

Mayor Pro Tem Kelly moved to reconvene the Special Meeting. Councilmember Reilly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

3. **Employee Benefits**

Matters related to employee group benefits (medical, dental, vision, life/AD&D and disability).

Human Resources Director Standorf and Mr. Bob Treacy, Gallagher Benefits Consultants, presented this item.

Mr. Treacy stated that the benefits package for the period of October 1, 2015 through September, 2016 is robust from the standpoint of what the City provides. He said the plan includes dental, life insurance, disability insurance and vision, which is what most solid cities provide.

Mr. Gallagher summarized past and recent events regarding the City's benefits package:

- About 8 years ago, a statute in the Local Government Code was discovered and it allows cities to house benefits plans in a contract under an Employee Benefits Tax Trust, which saves the City a portion of the State Premium Tax of about 1.7 percent on its health plan, which is about \$20,000 annually for West U.

- In an effort to stabilize rate increases, in 2012, the City looked at and entered into an Inter-local Agreement with the Cities of Friendswood, Webster and Dickinson, which is known as the FWD Inter-local.
- The objectives of the Inter-local were and still remain, pooling together to form a larger risk group, thus spreading the risk and stabilizing premium costs either together through the Inter-local or tethered together as a direct contract with a group/block of business with the same carrier.
- The increase on the Inter-local Agreement has been an average of 4 percent over the course of 9 renewal periods.
- When the City joined the Inter-local in 2012, the City received an 11 percent reduction in premiums and saved approximately \$250,000 on its group premiums. In 2013/2014 renewal provided for a 3 percent increase and a 5 percent increase in 2014/2015.
- Over the course of the past 12-16 months of the claims cycle, there were some big claims in the group and the Inter-local faced a 39.4% increase, so West U solicited Request for Proposals (RFP) for direct contracts instead of group contracts with the FWD Inter-local.
- Blue Cross/Blue Shield of Texas (BCBSTX) provided a proposal to write direct contracts for all four entities, with each City receiving individual rates.
- Awarding the contract for medical to BCBSTX will bring West U a possible 6% increase at current benefit levels and a 4% increase option with benefit level modifications.
- Dental plan will remain with Guardian through the FWD Inter-local Agreement.
- Life and disability insurances will remain with Sun Life.

Mr. Treacy then opened the floor for questions.

In response to Mayor Sample's question as to how much an employee pays, HR Director Standorf responded that if an employee participates in the City's Wellness Program, an "employee only" will pay \$16 a month of the premium. She said if an employee does not participate, he or she pays an additional fee of \$90 this year and the fee will be re-calculated based on the premiums for the upcoming year. Ms. Standorf said for an employee/family, the employee's contribution is currently \$27 a month, which is roughly 75-80 percent of the premium. She said if a spouse is covered, but does not participate in the Wellness Program, the rate goes higher.

In response to Councilmember Reilly's question as to whether there is a smoker surcharge component to the Wellness Program, Ms. Standorf responded that the City has not implemented that at this time, but has looked into it.

To confirm staff's recommendation, Ms. Standorf stated currently the deductible is \$750, with a 6 percent increase and what staff is recommending. She said the 4 percent increase, which is on the table for Council's consideration, has a \$1,000 deductible.

Councilmember Reilly asked if there is a downside to not being a part of the Inter-local with BCBSTX. Mr. Treacy responded that this year there was no possibility to consider it due to the 39.4 increase, but said the Inter-local can be brought back together at any time, although he doesn't think the group will ever get back together as a "one size fits all" like before.

Mayor Pro Tem Kelly said in 2007-2008, the City was headed towards a near disaster with its health plan and Mr. Treacy and his firm was brought on board to research the market to see what could be done. He said between Mr. Treacy and Ms. Standorf, an incredible plan was put together and it saved the health plan for employees. He thanked them both.

4. Adjourn Special Meeting

Councilmember Turner moved to close the Special Meeting at 6:56 p.m. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

Councilmember Ballanfant moved to reconvene the Regular Meeting at 6:56 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

5. Recess Regular Meeting to Convene Meeting of the Employee Benefits Trust

Councilmember Turner moved to recess the Regular meeting. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

Mayor Pro Tem Kelly moved to convene the meeting of the Employee Benefits Trust at 6:58 p.m. Councilmember Ballanfant seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

A separate agenda was posted for the Employee Benefits Trust and separate Minutes were prepared. See ETB Minutes for discussion/action.

6. Adjourn the Employee Benefits Trust Meeting and Reconvene the Regular Meeting

At 7:00 p.m., Councilmember Turner moved to adjourn the meeting of the Employee Benefits Trust and reconvene the Regular Meeting. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

The Regular Meeting ensued.

7. Public Comments

Joe Mitchell, 2826 Albans, spoke to ask that Council consider increasing the over 65 property tax exemption because in the last 8 years the taxable value has gone up 39 percent, but the exemption has remained the same.

Alida Drewes, 6112 Fordham, spoke to say that recently armed thugs broke into a home and stole jewelry in broad daylight from citizens located a short distance from the police station. She said

there have been a multitude of car burglaries that took place recently and her personal car has been vandalized. She said citizens feel unsafe and the responsibility of patrolling criminal activity lies with the Police Chief. Ms. Drewes said these events have shaken confidence of the citizens and the ability of Chief Walker to effectively lead the Police Department and brings into question his abilities and professionalism. She said in her personal experience with Chief Walker she's seen unnecessary use of aggression. She said the day after the burglary Chief Walker met with her instead of dealing with a serious crime where thugs with guns were breaking into someone's home. She said is this a priority of the Police Chief. Ms. Drewes said the focus has been on controlling seniors not on preventing uncivil armed criminals threatening citizen's homes and properties.

8. Transfer of Funds to Employee Benefits Trust

Consider and action on authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits. *Recommended Action: Authorize the transfer of funds.*

Mayor Pro Tem Kelly moved to transfer funds. Councilmember Ballanfant seconded the motion.
MOTION PASSED.

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

9. Council Rules of Procedure

Matters related to adoption of an ordinance revising the Council Rules of Procedure on the second and final reading. *Recommended Action: Discuss and approve ordinance on the second and final reading.*

Councilmember Reilly moved to adopt the revised Rules of Procedure. Councilmember Turner seconded the motion.

Mayor Sample said she still does not like "close further discussion" language added to Rule 32 because she doesn't think it's in the spirit of how West U meetings are run.

Councilmember Reilly said he believes there needs to be an anti-filibuster rule, which is what adding that language does.

Mayor Sample said she is not sure an anti-filibuster rule is needed in West U and her thought would be to change it to say "at the conclusion or closure of debate or discussion, the presiding officer shall call for a vote." She said she feels that everyone on Council should be able to speak.

Councilmember Reilly said the Rule could be because there is somebody who continues to speak at a time when the rest of Council wants to move forward with an item and absent this provision there is no way to stop discussion from that one person. He said it also could be that if Council feels that matters are being considered inappropriately, for example, out of order, this rule could be used to restore the proper order.

Councilmember Turner said she believes the rule already indicates what is needed without adding any extra words to the paragraph.

Mayor Pro Tem Kelly said he was shut down once before with the rule that is place, so either that was improper at the time or there is already an effective way to shut down a lengthy discussion with the rule already in place.

Councilmember Reilly said he is just trying to be clear. He said if Rule 23 states “except as provided in Rule 32” then Rule 32 ought to satisfy the exception and make it clear.

Mayor Sample moved to amend the original motion to approve the ordinance on second and final reading, but strike the “closed further discussion and” language from Rule 32. Councilmember Turner seconded the motion.

Councilmember Reilly said he thought it was important to clarify Rule 32 so that the members of Council who felt like there was an inappropriate consideration of an item could have a way of stopping discussion, calling for a vote and moving on. He said this change gives members of the Council, other than the presiding officer, an opportunity to make sure that discussion of agenda items occur in an appropriate manner and consistent with the rules. He said absent that clarification, councilmembers don't have the ability to police the presiding officer to be sure the meeting is held in accordance with the agenda. He said he thinks Council needs that ability.

Mayor Sample said the way it was used previously was not policing the presiding officer, but rather bludgeoning the presiding officer and she doesn't think that is how Council wants its meetings conducted.

At this time a vote was made to the amended motion by Mayor Sample and seconded by Councilmember Turner. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

At this time a vote was made to the original motion by Councilmember Reilly and seconded by Councilmember Turner to adopt the Rules of Procedure.

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

10. West University Place Flooding

Matters related to flooding in West University Place, including the 3800 block of Southwestern Street. *Recommended Action: Discuss and take any desired action.*

Public comments relating to this item were taken before any discussion.

Paul McIntosh, 3834 Southwestern, spoke to say that he is speaking on behalf of concerned neighbors and residents in the 3800 block of Southwestern. He said the main problem, per the original plan shared with him by the current Interim City Manager back in 2005-2006, is that a lot of the improvements envisaged for the 3800 block of Southwestern were never implemented in the final 2007 work scope; therefore, some of the flooding issues evident then are still evident now. Mr. McIntosh said there was a period when that flooding issue was not as apparent, but now it's clear that even after the work and removal of the restrictor that the fundamental issue of drainage in that area has not be addressed. He said during heavy rainfalls it quickly overwhelms the storm drains in that area. Mr. McIntosh said he and his neighbors would like to understand why some of the drainage improvements that were originally envisaged for their particular block were not actually part of the final plan that was implemented. He said the original plan included up to 3 storm drains

at the corner of Southwestern and College and installing a new storm sewer down the full length of the 3800 block of Southwestern with additional storm drains to bring floodwater back into the larger new College Street storm sewer system. Mr. McIntosh said what was actually put into place were just two storm drains at the corner of Southwestern and College, so what was envisaged originally as a piece of work to address a significant flooding problem turned out to be a relatively minor installation of additional storm drains. He said what he and his neighbors would like is for those additional storm drains to be installed as soon as possible and they would also like to understand why the original work to install a new storm sewer down the full length of Southwestern couldn't still be an option.

Mr. McIntosh said he and his neighbors do recognize and appreciate the work that was done to remove the restrictor but said the fundamental problem has not been addressed, which is that there are not sufficient storm drains in that part of the area to handle the overflow that comes from a number of surrounding streets and ends up at the end of the 3800 Block of Southwestern, which is one of the lowest places in the City.

Kathy Hamill, 3833 Southwestern Street, spoke to say that on behalf of her husband and herself Mr. McIntosh has already said what they wanted Council to understand.

Les Albin, 3817 Southwestern, spoke to say that Mr. McIntosh did a great job of presenting, but there were two points that needed more emphasis. He said the only drainage in place for the 3800 block of Southwestern are the two drains at the very end, which also drain into the drainage system for Southside Place. He said at the east of the 3800 Block of Southwestern (the dead end) there are two inlets, one on the north side and one on the south side of the street, which have been there at least since 1993 and those drain into the same drainage system that drains the City of Southside Place. He said they do not drain into any of the new infrastructure improvements that were done by West U. Mr. Albin said during planning for the drainage improvements, some residents were concerned that the planned improvements might not be adequate, but they also felt that it was probably the best solution practical at the time. He said what was surprising was the things that they were led to believe were part of the plan, were eliminated so there is no drain where they thought there was going to be one and no additional inlets where they thought they would be. Mr. Albin said they would certainly like to see more done because it's not fun looking at his hardwood floors through 4 inches of water.

Wuu-Liang Huang, 3804 Southwestern, spoke to say that he has been living in West University for 20 years and appreciates that the City has tried to improve the flooding problem, but it keeps getting worse.

William Peterson, 3809 Southwestern, spoke to add that he and his wife share their neighbor's concerns and urge Council to take some type of action to alleviate the flooding.

Annette Glod, 3818 Southwestern, spoke to say that she has lived on Southwestern since 2007 and has had flooding issues the entire time. She said anything the City can do no matter how small will be appreciated.

There no more public comments.

Interim City Manager Peifer spoke to say that the original theory for Southwestern was to scalp water back to College so that it would take it from that 60 inch pipe that runs down between Southside Place and West U so that Southwestern, being the lowest elevation, would have priority

in that pipe. He asked the engineers from HDR (previously Claunch and Miller) to come forward to provide more technical background on the design and the situation.

David Hunn, HDR, spoke to say that he wasn't with HDR at the time, but has talked with Mr. Claunch regarding the issue and provided some background on some of the decisions. He said it is his understanding that at some point in the project, due to Harris County's funding being cut back, a decision was made to do the best project possible with the funding available, which was a 2-year storm event design.

Duane Barrett, HDR, spoke to say that the initial design, which envisioned a lot more improvements, was based on the promise of funding coming from Harris County Flood Control District (HCFCD), but in 2007 funding dried up and so instead of looking at a large design storm event and a system that could handle a large event, the City was forced to scale back to a design that can handle the smaller events better, but flooding would still occur during the bigger storm events.

Mr. Hunn said the most obvious thing that can be done is to install inlets on the corner of Southwestern on the east side of the intersection of College. He said, again, it will provide relief for the 2-year event storms, but there will still be back-up during the more serious, heavier storms.

Councilmember Turner said the relative elevations of Marquette, Riley and Southwestern are obviously contributing to this problem. She asked if this is true or not and asked if Marquette and/or Riley are higher than Southwestern. Mr. Peifer said yes, but it's relative. Councilmember Turner said she was just wondering what the impact is, because even a small height difference (2 or 3 inches) is going to force more and more water onto Southwestern because it's lower.

Mr. Peifer said other things that would help are raking leaves so as to not clog up the drains and not placing trash out too early. He said staff can do a public education campaign in these regards.

Councilmember Ballanfant said the meteorological, geological and land use here is essentially something no one in this room tonight can really answer. He said he thinks the concerns of the citizens should be looked at, but at the end of the day it will be engineering and hydrologic knowledge that comes into play, so he believes Council should invoke the disciplines needed to come to Council for an assessment of the program. He said there needs to be a history report and engineering and topography report, as well as how much it will cost.

Mr. Hunn said for HDR to install the drains mentioned tonight, it will cost approximately \$50,000.

After more discussion, Mayor Pro Tem Kelly suggested directing staff to get with the engineers and come back before Council with a proposal with recommendations and associated costs. Mayor Sample and Council agreed that staff get with the engineers to devise a menu of a study, which includes all options and costs, for discussion and debate at the next meeting.

Mr. Albin requested that consideration be given to oversized drains rather than standard size. Mayor Sample requested that it be added to the study.

Councilmember Ballanfant suggested involved resident Les Albin as a neighborhood expert.

11. Boards and Commissions Appointments

Matters related to approving a resolution appointing members to the Building and Standards Commission, Zoning and Planning Commission, Zoning Board of Adjustment, Parks and Recreation

Board, and the Recycling and Solid Waste Reduction Board and filling any current vacancies on any of the boards/commissions. *Recommended Action: Approve resolution appointing members to the various boards/commission and filling any vacancies on any of the board/commissions.*

Mayor Sample presented and said she received an email from the Recycling and Solid Waste Reduction Board Chair Orval Marlow and he asked that Council reconsider adding former member Jason Ball, since one person who was scheduled for appointment declined the appointment.

Councilmember Turner stated in the matter of the Parks and Recreation Board recognizing that the Friends of West U Parks representative by ordinance occupies Position 1, she moved to shift the remaining appointments for Position 2 through 11 down 1 position and eliminate the final person on the list. Mayor Sample seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

By request of the RSWRB Chair Orval Marlow, Councilmember Turner moved to add Jason Ball to Position 11 of the RSWRB, which was recently vacated. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

Councilmember Turner moved to accept the appointments as presented for the Zoning and Planning Commission, the Zoning Board of Adjustment and the Building and Standard Commission. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes: Sample, Kelly, Ballanfant, Reilly, Turner
Noes: None
Absent: None

12. Future Agenda Items

Matters related to future agenda items. See attached list of Future Agenda Items. *Discuss and take any desired action.*

Mayor Sample said she will add the items related to flooding on Southwestern and the Request for Proposals for city manager search firms to the list.

Councilmember Reilly said he would like to start making progress on the City Facilities Master Plan Task Force and requested that it be added to the next agenda.

Mayor Sample said she would like to wait to get the recently appointed Boards/Commission members sworn in and trained.

Councilmember Reilly said the process will take some time so it's best to start sooner than later if it is going to be done before the holidays. He said it gets hard to do things during the Thanksgiving and Christmas holidays.

Mayor Pro Tem Kelly seconded the request by Councilmember Reilly to add the City Facilities Master Plan Task Force item to the next agenda.

13. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve the City Council Minutes of of August 6, August 10, August 18, August 19, and August 20, 2015.

Councilmember Turner moved to approve the Consent Agenda as presented. Mayor Pro Tem Kelly seconded the motion. **MOTION PASSED.**

Ayes:	Sample, Kelly, Ballanfant, Reilly, Turner
Noes:	None
Absent:	None

14. Adjourn Meeting

With no further discussion or action before Council, Mayor Sample adjourned the meeting at approximately 8:12 p.m.

Prepared By:

Thelma A. Lenz, City Secretary

Date Approved

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	16B
DATE SUBMITTED:	September 9, 2015	DEPARTMENT:	Parks and Recreation
PREPARED BY:	Thelma Lenz, City Secretary	PRESENTER:	Tim O'Connor, Parks and Recreation Director
SUBJECT:	Resolution Appointing a Member to Friends of West University Parks Fund		
ATTACHMENTS:	Resolution		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The Friends of West University Place Parks Fund is requesting approval of a resolution appointing Stephen Jacobson to the Board of Directors of the Friends of West University Place Parks Fund.

Executive Director of the WUPF Donna LaMond have reviewed the application and interviewed the applicant with appropriate Board members for the new appointments and feel Mr. Jacobson will be a great addition to the Board.

RECOMMENDATION

Staff recommends Council approve the resolution appointing Stephen Jacobson to Position 10 of the Board of the Friends of West University Place Parks Fund for the term ending August 31, 2018.

City of West University Place
Harris County, Texas

RESOLUTION NUMBER XXXX-XX

A RESOLUTION APPOINTING A MEMBER TO THE BOARD OF THE FRIENDS OF WEST UNIVERSITY PARKS FUND, A NON-PROFIT CORPORATION

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:

Section 1. That the following person is appointed to serve as a member of the Board of the Friends of West University Parks Fund, a non-profit corporation, for the specific term of the specific position indicated below:

<u>APPOINTEE</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>TERM ENDING</u>
Stephen Jacobson	Position 10	September 15, 2015	August 31, 2018

Section 2. All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of the conflicts only.

Section 3. If any word, phrase, clause, sentence, paragraph, section or other part of this resolution or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this resolution and the application of such word, phrase, clause, sentence, paragraph, section or other part of this resolution to any other persons or circumstances shall not be affected thereby.

Section 4. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this resolution was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

PASSED AND APPROVED this 14th day of September, 2015.

ATTEST:

SIGNED:

Thelma A. Lenz, City Secretary

Susan V. Sample, Mayor

(SEAL)

RECOMMENDED BY:

APPROVED AS TO FORM:

M. Chris Peifer, Interim City Manager

Alan Petrov, City Attorney

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	September 14, 2015	AGENDA ITEM:	16C
DATE SUBMITTED:	August 26, 2015	DEPARTMENT:	Information Technology
PREPARED BY:	Gary McFarland, IT Director	PRESENTER:	Gary McFarland, IT Director
SUBJECT:	Microsoft Enterprise Agreement		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	\$69,831.40		
AMOUNT BUDGETED:	\$69,831.40		
ACCOUNT NO.:	502-8010-73101		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The third annual payment on our 3-year Microsoft Enterprise Agreement (EA) is now due. This is a State of Texas cooperative agreement that leverages the combined buying power of all cities and counties in the state. It was originally executed in 2007, has since been renewed in 2010, 2013, and comes up for renewal in 2016.

Enterprise Agreement refers to Microsoft's Volume Licensing offering and allows us to license one or more of Microsoft's platform products across our enterprise and ensures the entire enterprise will be licensed. Some of the benefits include:

- Software Assurance; new version rights, the Home Use Program, support, tools, and training.
- Volume pricing; rights to the latest Microsoft enterprise software products, including Microsoft Office Professional Plus, Microsoft Office Enterprise, Windows Enterprise Edition, Microsoft Core Client Access License, and Microsoft Enterprise Client Access License.
- Additional products; business software including Microsoft Office Visio drawing and diagramming software, Microsoft Office Project, Windows servers, and Exchange servers.
- Equal, annual payments; three-year enrollment term, with a renewal option of one year or three years.
- Annual True Up; allows us to run software on desktops as they are acquired or replaced, and then pay a predetermined price for the software licenses annually for the remaining term of the enrollment.

The assets that utilize the software include 50+ servers/clusters and 140+ desktops/laptops/tablets/virtual desktops. We use 17 different platform products and the combined count for all platforms is approximately 642 licenses.

The Annual Amount on this agreement is \$64,014.40. The Annual True Up for 2015 is \$5,817.00. This was necessary due to a small increase in the number of client devices including virtual desktops.

Total for 2015 is \$69,831.40. Payment is due to Software House International (SHI) Government Solutions under the terms of State of Texas contract DIR-SDD-2503.

Sufficient funds exist in account #502-8010-73101 – Hardware and Software Contracts.

RECOMMENDATION

Staff recommends payment of the Annual Amount plus the Annual True Up.